

CHIEF EXECUTIVE OFFICE
OFFICE OF SECURITY MANAGEMENT

SECURITY INCIDENT REPORT



This report should be completed by the person reporting or involved in the incident, the building manager or his/her designee not later than the end of the business day following the incident. The report shall be delivered to the Office of Security Management, 785 Kenneth Hahn Hall of Administration, 500 W. Temple Street, Los Angeles, CA 90012, or sent via FAX to (213) 613-0848.

For this report, a SECURITY INCIDENT is defined as:

- An incident placing a person or property at risk that requires action by law enforcement authorities, County Police or security guards at a County facility whether they were summoned or not, **OR**
- An incident placing a person at risk involving an ON-DUTY (*including break periods*) County employee while on County property or during the performance of their OFFICIAL duties. This classification includes parking facilities, or while walking to or from an off-site parking facility to start or end a workday, **OR**
- An incident of a suspicious or unusual nature on County property that places people or property at risk.

DATE OCCURRED: ____/____/____ DAY OF WEEK: _____ TIME: _____

COUNTY DEPARTMENT REPORTING INCIDENT: _____

ADDRESS OF FACILITY: _____

ADDRESS OF INCIDENT: _____
(If different from above)

Is the VICTIM a County employee? Yes ☐ No ☐

Is the SUSPECT a County employee? Yes ☐ No ☐

Was an ARREST made? Yes ☐ No ☐

Act of VIOLENCE? Yes ☐ No ☐

Verbal / Written THREAT of violence? Yes ☐ No ☐

RESPONDING LAW ENFORCEMENT AGENCY: _____

LAW ENFORCEMENT REPORT NUMBER: _____

REPORTED BY: _____ PHONE (Day): _____

MANAGER: _____ PHONE (Day): _____

INCLUDE A BRIEF SUMMARY ON PAGE 2 TO PROVIDE FURTHER DESCRIPTION OF INCIDENT (If Necessary)
ATTACH ANY SUPPORTING DOCUMENTS AND/OR COPIES OF ANY LAW ENFORCEMENT REPORTS

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SYNOPSIS OF INCIDENT: *(Briefly describe the incident in the area provided below)*

Check the box(es) next to the actions taken by department manager(s) to enhance the safety of affected employee(s). All of the below actions should be considered when dealing with an act of violence or threat, although some may not be required due to the nature of the incident.

LAW ENFORCEMENT:

- ☐ Law enforcement (Police) called
- ☐ Law enforcement responded to facility
- ☐ Arrest(s) was made
- ☐ Emergency Protection Ordered obtained by law enforcement
- ☐ Police report taken
- ☐ Request patrol check of work site and/or residence of affected employee(s)

SAFETY PLAN:

- ☐ Offer and/or obtain medical treatment for affected employee(s)
- ☐ Separate parties involved in incident
- ☐ Modify parking assignments/arrangements for closer access to building entrance
- ☐ Offer employee(s) reassignment from work site/location where incident occurred
- ☐ Offer employee(s) an escort to their vehicle by security personnel
- ☐ Offer the services of the County Employee Assistance Program (EAP) to affected employee(s)
- ☐ Request assistance from the County Counsel in obtaining a restraining order
- ☐ Incident event log initiated and maintained by: _____
(Refer to Workplace Violence / Threat Management Policy – DHR 620)
- ☐ Attach copies of written affidavits/statements of those involved and/or witnesses
- ☐ **Contact the Office of Security Management (OSM) via telephone:**
(213) 893-2069, 893-2060, 893-9739, or (213) 974-2613, 974-2628
- ☐ Other actions taken: *(explain briefly below)*

DEPARTMENT MANAGER: _____ PHONE (Day): _____
(Please Print)

CODE REFERENCE SHEET FOR SECURITY INCIDENT REPORTS

(DO NOT SUBMIT THIS FORM WITH YOUR REPORT)

A. Burglary: Entering a closed building or locked vehicle with the intent to commit a theft (459 P.C.)

1. Burglary of a County building
2. Burglary of a County vehicle
3. Burglary of a Private vehicle
4. Burglary Alarm – no evidence of any crime.

B. Robbery: The taking of property by force or fear. (211 P.C.)

1. Robbery of a County facility or employees performing their job.
2. Robbery of a person, including employees, not performing their job

C. Arson: The intentional setting fire to any object. Not necessary to destroy the object. The mere charring is sufficient for arson.

1. Arson of a County building (447 P.C.)
2. Arson of a County vehicle (447 P.C.)
3. Arson of private property (including vehicles) (447 P.C.)

D. Rape: Forced sexual intercourse with the opposite sex. (261 P.C.)

1. Rape of a County Employee
2. Rape of other than a County employee
3. Other sex related incident

E. Assault: The physical battering of another person.

1. Assault with a weapon (245 P.C.)
2. Assault no weapon but requiring hospitalization of the victim (245 P.C.)
3. Assault with only minor injuries and no weapon was used (242 P.C.)

F. Theft, of or from a vehicle:

1. Theft of a County vehicle (487.3 P.C.)
2. Theft of a Private vehicle (487.3 P.C.)
3. Theft from a County vehicle – no forced entry (488/487 P.C.)
4. Theft from a Private vehicle – no forced entry (488/487 P.C.)

G. Theft, not involving a vehicle:

1. Theft of County property valued under \$400.00 (488 P.C.)
2. Theft of County property valued over \$400.00 (487 P.C.)
3. Theft of private property (excluding vehicles) (488/487 P.C.)

H. Disturbances: No actual crime need be committed. The disruption of routine business constitutes a disturbance.

1. Disturbance of a County employee or facility (415 P.C.)
2. Disturbance created by a County employee and/or their spouse involving a “domestic issue.”
3. Disturbance not involving County employees
4. Threats (verbal or written) to a County employee (422 P.C.)
5. Refusal to be searched

I. Vandalism: This classification includes all forms of intentional damage to property and vehicles except arson (refer to “C”).

1. Vandalism to County property, except vehicles (594 P.C.)
2. Vandalism to Private property, except vehicles (594 P.C.)
3. Vandalism to County vehicles (594 P.C.)
4. Vandalism to Private vehicles (594 P.C.)

J. Miscellaneous: Crimes/activities not covered in any of the above classifications.

1. Suspicious activity by a non-County employee
2. Suspicious activity by a County employee (explain activity)
3. Hostage situation
4. Bomb threat
5. Suspicious package
6. Bomb or explosive device actually found
7. Power/Equipment failure
8. Lost County ID/Badge
9. Other activity not covered in any other classification (explain in detail)

K. Person sick or injured/mental not the result of criminal activity:

1. Rescue responded
2. Person sent to hospital
3. First aid given by other than Rescue personnel
4. Handled by Security personnel
5. Person refused treatment
6. Other (explain)

L. Confiscation of contraband:

1. Weapon (gun, knife, club, etc.)
2. Narcotics (any non-prescription drug)
3. Other (specify)

M. FOR USE BY COURTS ONLY:

1. Restraints used
2. Escape
3. Attempted escape
4. Physical altercation within a Court facility
5. High risk trial
6. Threats (verbal or written) to a judge
7. Threats (verbal or written) to a jury
8. Attempted unlawful entry

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(Revised: 07/01/2007)